CHILDCARE OPERATIONS SELF-CHECK · MMM TRAINING

The Ratio, The Record, The Rush

90 SECONDS

For childcare directors and owners. Tick what's documented and current today.

In childcare, the paperwork is the operation. It isn't separate from it.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **Staff schedules are built to hold ratio through every transition.**
  If not: coverage is thinnest at pickup and nap, which is when it matters most.
- ☐ **Every staff file's clearances and training are current today.**
  If not: you'd find out during an inspection rather than during a review.
- ☐ **Training records show what each person completed and when.**
  If not: you can't demonstrate it, and demonstrating it is the entire point of keeping it.
- ☐ **Callouts have a written coverage plan, not a phone tree.**
  If not: one absence becomes a scramble, and scrambles are where ratio slips.
- ☐ **New staff onboarding is identical regardless of who runs it.**
  If not: your youngest classrooms depend on who happened to train that person.
- ☐ **Parent communication follows a standard, not personal style.**
  If not: families get different answers, and word travels fast in a small community.

Now count the boxes you left empty.

Every blank here is something you'd have to reconstruct under pressure, on a day when reconstructing it is the last thing you want to do.

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0–1 blank
Well documented
You've done the work most owners keep postponing.

2–3 blanks
Ordinary exposure
Nothing alarming. But each blank is a question you can't answer quickly under pressure.

4–6 blanks
Concentrated risk
Too much depends on memory and goodwill. Both are fine until the day they aren't.

WHAT THIS USUALLY COSTS

The record you can't produce is the one that counts.

The People Operations Review scores your documentation and coverage planning, and ranks what to close first by what each gap actually exposes you to.

People Operations Review
From $1,500
Book at mmmtraining.org

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